

**IDAHO BOARD OF SOCIAL WORK EXAMINERS**  
**Bureau of Occupational Licenses**  
700 West State Street, P.O. Box 83720  
Boise, ID 83720-0063

**Board Meeting Minutes of 7/23/2019**

**BOARD MEMBERS PRESENT:** Lynnet R Keeley - Chair  
Robert Payne  
Virginia K Dickman  
Dr. Donna Lynn Hatch  
Dr. Eleanor P Downey  
Dr. Joan M Cloonan

**BUREAU STAFF:** Kelley Packer, Bureau Chief  
Dawn Hall, Deputy Bureau Chief  
Julie Eavenson, Administrative Support Manager  
Lori Peel, Investigative Unit Manager  
Nicholas Krema, General Counsel  
Rob McQuade, Legal Counsel  
Deborah Sexton, Board Specialist  
Eric Nelson, Prosecuting Attorney

The meeting was called to order at 9:00 AM MDT by Lynnet R Keeley.

**APPROVAL OF MINUTES**

Dr. Cloonan made a motion to approve the minutes of 4/23/2019. It was seconded by Dr. Downey. Motion carried.

Dr. Cloonan made a motion to approve the minutes of 5/8/2019. It was seconded by Dr. Hatch. Motion carried.

**EXECUTIVE SESSION**

Ms. Dickman made a motion that the Board go into executive session under Idaho Code § 74-206(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law. The purpose of the executive session was to consider license application materials. It was seconded by Dr. Hatch. The vote was: Ms. Keeley, aye; Dr. Hatch, aye; Dr. Cloonan, aye; Dr. Downey, aye; Ms. Dickman, aye; and Mr. Payne, aye. Motion carried.

Mr. Payne made a motion to come out of executive session. It was seconded by Dr. Cloonan. Motion carried.

**DISCIPLINE**

Mr. Nelson presented a memorandum regarding case numbers SWO-2019-7, SWO-2019-8, SWO-2019-13, and SWO-2019-15. After discussion, the Board gave recommendations for appropriate discipline.

Dr. Downey made a motion to close case number SWO-2019-14 with an advisory letter. It was seconded by Ms. Dickman. Motion carried.

Mr. Nelson presented a Stipulation and Consent Order in case number SWO-2019-3. Ms. Dickman made a motion to approve the Consent Order and allow the Board chair to sign on behalf of the Board. It was seconded by Dr. Hatch. Motion carried.

### **INVESTIGATIVE REPORT**

Ms. Peel gave the investigative report, which is linked above.

### **FOR BOARD DETERMINATION**

Mr. Payne made a motion to approve the Bureau's recommendation and authorize closure in case number I-SWO-2018-15, and closure with an advisory letter in case number I-SWO-2019-1. It was seconded by Dr. Cloonan. Motion carried.

Ms. Peel presented a Findings of Fact, Conclusions of Law and Final Order in case SWO-2019-16. Dr. Downey made a motion to approve the Final Order and allow the Board chair to sign on behalf of the Board. It was seconded by Ms. Dickman. Motion carried.

### **EXECUTIVE SESSION**

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Dr. Hatch made a motion to come out of executive session. It was seconded by Dr. Cloonan. Motion carried.

The Board reviewed the following supervisory reports:

SWO-2017-19

### **FINANCIAL REPORT**

Ms. Hall gave the financial report, which indicated that the Board had a cash balance of \$193,591.11 as of 6/30/2019.

## **BOARD CONTRACT**

Mr. Krema reviewed the Board contract with members of the Board. The Board noted that it does not preapprove continuing education courses. Mr. Payne made a motion to accept the 2020 contract and authorize the Board chair to sign. It was seconded by Mr. Dickman. Motion carried.

## **DISCIPLINE**

Mr. Krema presented an Objection to Costs and Fees in case number SWO-2018-10. Dr. Hatch made a motion to uphold the attorney fees and to allow four years to pay the costs. It was seconded by Ms. Dickman. Motion carried.

## **BOARD MEETING PROCEDURES TRAINING**

Mr. Krema presented training regarding Board meeting procedures.

## **OLD BUSINESS**

The Board reviewed the To Do List and no action was taken.

Dr. Downey reviewed the Disciplinary Sanction Guidelines with members of the Board. Dr. Cloonan made a motion to approve the guidelines and add them to the secure web. It was seconded by Mr. Payne. Motion carried.

## **NEW BUSINESS**

Mr. McQuade reviewed the pending rules with members of the Board. Ms. Dickman made a motion to adopt the changes to the Board's rules and authorize the Bureau to move forward in the legislative process. It was seconded by Dr. Cloonan. Motion carried.

## **EXECUTIVE SESSION**

Ms. Dickman made a motion that the Board go into executive session under Idaho Code § 74-206(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law. The purpose of the executive session was to consider license application materials. It was seconded by Dr. Cloonan. The vote was: Ms. Keeley, aye; Dr. Hatch, aye; Dr. Cloonan, aye; Dr. Downey, aye; Ms. Dickman, aye; and Mr. Payne, aye. Motion carried.

Dr. Hatch made a motion to come out of executive session. It was seconded by Dr. Downey. Motion carried.

## **APPLICATIONS**

Ms. Dickman made a motion to approve applicant # 901151438 for licensure pending passing exam results. It was seconded by Dr. Hatch. Motion carried.

Ms. Dickman made a motion to approve applicant # 901166892 for exam. It was seconded by Dr. Hatch. Motion carried.

Ms. Dickman made a motion to deny Becky Bock licensure based on Idaho Code §54-3211(1), (2), and (7). It was seconded by Dr. Downey. Motion carried.

Ms. Dickman made a motion to deny Shari Martin licensure based on Idaho Code §54-3206(3) which requires a baccalaureate degree in social work from a college or university approved by the Board. It was seconded by Dr. Hatch. Motion carried.

Ms. Dickman made a motion to deny Kenneth Mitchell licensure based on Idaho Code §54-3206(3) which requires a baccalaureate degree in social work from a college or university approved by the Board. It was seconded by Dr. Downey. Motion carried.

The Board reviewed a request from applicant # 901149768 to accept supervision hours that were not obtained under an approved supervision plan. Ms. Dickman made a motion to deny the request based on Rule 210.03.a. which requires a plan be approved prior to commencement of supervision. It was seconded by Dr. Hatch. Motion carried.

The Board reviewed a request from applicant # 901113322 for an extension to complete their clinical supervision hours. Ms. Dickman made a motion to grant the extension. It was seconded by Dr. Hatch. Motion carried.

Ms. Dickman made a motion to approve applicant # 901059171 for exam pending additional information. It was seconded by Dr. Downey. Motion carried.

The Board reviewed a request from Glenn Rose regarding continuing education. Ms. Dickman made a motion to accept ten hours of continuing education under Category II. It was seconded by Dr. Downey. Motion carried.

Ms. Dickman made a motion to approve applicant # 901167592 for exam. It was seconded by Dr. Hatch. Motion carried.

## **NEW BUSINESS**

Ms. Hall discussed the implementation of Idaho Code §54-3202(5) from licensed social worker (LSW) to licensed bachelor social worker (LBSW) with members of the Board. Ms. Hall will follow up as directed by the Board.

Dr. Hatch discussed creating a sample supervision plan and distance supervision. Dr. Downey made a motion for Dr. Hatch to work with staff to create a sample supervision plan and to come up with language for a proposed rule regarding distance supervision. It was seconded by Dr. Cloonan. Motion carried.

The Board discussed applicants that submit applications with a criminal history being allowed to sit for the exam prior to a Board meeting. The Board reviewed Rule 350 which states approval to sit for examination does not obligate the Board to issue a license if it is later determined that the applicant does not meet the requirements for licensure. The Board determined applicants could sit for the exam; however, a license would not be issued until the Board had a chance to review the criminal history and make a decision regarding licensure.

## **ELECTIONS**

Mr. Payne made a motion to elect Dr. Hatch as Board chair. It was seconded by Dr. Downey. Motion carried.

## **ASSOCIATION OF SOCIAL WORK (ASWB)**

Dr. Downey made a motion to approve appropriate expenses be paid to send one Board member and one staff member to the 2019 ASWB annual conference. It was seconded by Dr. Cloonan. Motion carried.

**NEXT MEETING** was scheduled for October 22, 2019 at 9:00 MDT.

## **ADJOURNMENT**

Dr. Hatch made a motion to adjourn the meeting at 3:40 PM MDT. It was seconded by Mr. Payne. Motion carried.

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Lynnet R Keeley, Chair

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Robert Payne

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Virginia K Dickman

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Dr. Donna Lynn Hatch

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Dr. Eleanor P Downey

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Dr. Joan M Cloonan

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Kelley Packer, Bureau Chief